

Instructions for the Cash Disbursements Code Sheet:

In the [AGENCY NAME](#) field, replace with your Agency Name.

For the following fields, each number goes in a separate cell:

Invoice Number	Buy Entity		
Invoice Date	PO Number		
Vendor Number	Grp Nbr	Terms Code	Due Date
Voucher Nbr			

The following fields are text wrap fields. If you enter more information than fits on the lines, continue typing and when you finish, adjust the size of the row. You adjust the size of the row by placing the pointer between the rows and clicking the left mouse button and holding it down while dragging the bottom of the row down until all data is visible.

[Vendor Name](#)

[Remit Code/Message](#)

In the [Amount](#) column, you must enter the Dollar amounts in the left column and the Cents in the right column past the dotted line.

Each of the following fields at the bottom of the form must be entered in separate cells:

Pay Entity	Control Grp Nbr	Control Grp Date
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If you have any questions regarding this form, please call the OSC NCAS Help Desk at
919-875-HELP (4357)

AGENCY NAME
CASH DISBURSEMENTS CODE SHEET

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(Matching Inv Only)

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